





THE CHECKLIST

Planning	Evaluation
Set objectives	Prepare sign-in book
Assess needs	Prepare comment sheets
Determine information needs	—
Review resources	
Select activities	- 1
Establish team	
Assign tasks	
Agenda	Audio-Visuals
Appoint chairperson	Prepare handouts
Designate speakers	Produce displays with
Engage resource persons	Communications Branch
Assign other tasks	Propers querbes de /elides
Formulate presentations	Prepare overheads/slides Obtain video/film
	Book appropriate
Check registration needs	projector(s)
	Obtain microphone/
	speakers
Advertising	Logistics
Contact Communications Branch	Book room and consider: Room size Physical Access
Prepare: Invitations	Lighting Electrical
Posters	Security outlets
Newspaper ads	Inspect and pre-test facilities/equipment
Notices Public Service	Prepare seating
Announcements	arrangement/head table
	Plan refreshments
Name tags	Fian Terresimients

Setting up Registration Post signs Register participants Set up sign-in table Provide sign-up for mailing list Set up displays Arrange chairs/head table Set up audio-visual equipment Have extra projector The Event Have spare extension Greet people at door Set up refreshments Start on time or explain delays Check if everyone can hear and see Provide introductions Review scope and objectives of meeting Identify next steps Record comments and commitments

3. FOLLOW-UP





THE CHECKLIST

Planning	Evaluation
Set objectives	Prepare sign-in book
Assess needs	Prepare comment sheet
Determine information needs	P
Review resources	
elect activities	1 10
Stablish team	
Assign tasks	
Agenda	Audio-Visuals
Appoint chairperson	Prepare handouts
esignate speakers	Produce displays with
ngage resource persons	Communications Branc
ssign other tasks	Prepare overheads/slide
ormulate presentations	Obtain video/film
Check registration needs	Book appropriate projector(s)
	Obtain microphone/ speakers
	speakers
Advertising	Logistics
Contact Communications Branch	Book room and consid
	Room size Physical Ac Lighting Electrical
Prepare: Invitations Posters	Security outlets
Newspaper ads	Inspect and pre-test facilities/equipment
Notices	Prepare seating
Public Service Announcements	arrangement/head table
	Plan refreshments
Name tags	Land Control of the C

Registration Setting up Register participants Post signs Set up sign-in table Provide sign-up for mailing list Set up displays Arrange chairs/head table Set up audio-visual equipment Have extra projector The Event Have spare extension Greet people at door Set up refreshments Start on time or explain Check if everyone can hear and see Provide introductions Review scope and objectives of meeting Identify next steps Record comments and commitments

3. FOLLOW-UP





741-06

and the second

THE CHECKLIST

Planning	Evaluation
Set objectives	Prepare sign-in book
Assess needs Determine information needs	Prepare comment sheets
Review resources	
Select activities	
Establish team	
Assign tasks	
Agenda	Audio-Visuals
Appoint chairperson	Prepare handouts
Designate speakers	Produce displays with
Engage resource persons	Communications Branch
Assign other tasks	Prepare overheads/slides
Formulate presentations	Obtain video/film
Check registration needs	Book appropriate
	projector(s)
	Obtain microphone/ speakers
	001
Advertising	Logistics
Contact Communications Branch	Book room and consider:
	Room size Physical Access Lighting Electrical
Prepare: Invitations Posters	Security outlets
Newspaper ads	Inspect and pre-test
Notices	facilities/equipment Prepare seating
Public Service Announcements	arrangement/head table
Name tags	Plan refreshments
	Ensure transportation

Setting up Registration Register participants Post signs Set up sign-in table Provide sign-up for mailing list Set up displays Arrange chairs/head table Set up audio-visual equipment Have extra projector bulbs The Event Have spare extension Greet people at door Set up refreshments Start on time or explain Check if everyone can hear and see Provide introductions Review scope and objectives of meeting Identify next steps Record comments and commitments

3. FOLLOW-UP





741-06

and the second

THE CHECKLIST

Planning	Evaluation
Set objectives	Prepare sign-in book
Assess needs	Prepare comment sheets
Determine information needs	
Review resources	1000
Select activities	
Establish team	
Assign tasks	
Agenda	Audio-Visuals
Appoint chairperson	Prepare handouts
Designate speakers	Produce displays with
Engage resource persons	Communications Branch
Assign other tasks	Prepare overheads/slides
Formulate presentations	Obtain video/film
Check registration needs	Book appropriate projector(s)
	Obtain microphone/ speakers
Advertising	Logistics
Contact Communications Branch	Book room and consider:
Branch	Room size Physical Acces Lighting Electrical
Prepare: Invitations	Lighting Electrical Security outlets
Posters Newspaper ads	Inspect and pre-test
Notices	facilities/equipment
Public Service	Prepare seating arrangement/head table
Announcements Name tags	Plan refreshments
	Ensure transportation
	Elisare transportation

Setting up Registration Register participants Post signs Set up sign-in table Provide sign-up for mailing list Set up displays Arrange chairs/head table Set up audio-visual equipment Have extra projector The Event Have spare extension Greet people at door Set up refreshments Start on time or explain Check if everyone can hear and see Provide introductions Review scope and objectives of meeting Identify next steps Record comments and commitments

3. FOLLOW-UP





741-06

and the same

THE CHECKLIST

Planning	Evaluation
Set objectives Assess needs Determine information needs Review resources Select activities Establish team Assign tasks	Prepare sign-in book Prepare comment sheets
Agenda	Audio-Visuals
Appoint chairperson Designate speakers Engage resource persons Assign other tasks Formulate presentations Check registration needs	Prepare handouts Produce displays with Communications Branch Prepare overheads/slides Obtain video/film Book appropriate projector(s) Obtain microphone/ speakers
Advertising	Logistics
Contact Communications Branch Prepare: Invitations Posters Newspaper ads Notices Public Service Announcements Name tags	Book room and consider: Room size Physical Access Lighting Electrical Security outlets Inspect and pre-test facilities/equipment Prepare seating arrangement/head table Plan refreshments Ensure transportation

Setting up Registration Register participants Post signs Set up sign-in table Provide sign-up for mailing list Set up displays Arrange chairs/head table Set up audio-visual equipment Have extra projector The Event Have spare extension Greet people at door Set up refreshments Start on time or explain delays Check if everyone can hear and see Provide introductions Review scope and objectives of meeting Identify next steps Record comments and commitments

3. FOLLOW-UP



